

ONLINE INSPECTION SCHEDULING INSTRUCTIONS



DID YOU KNOW?

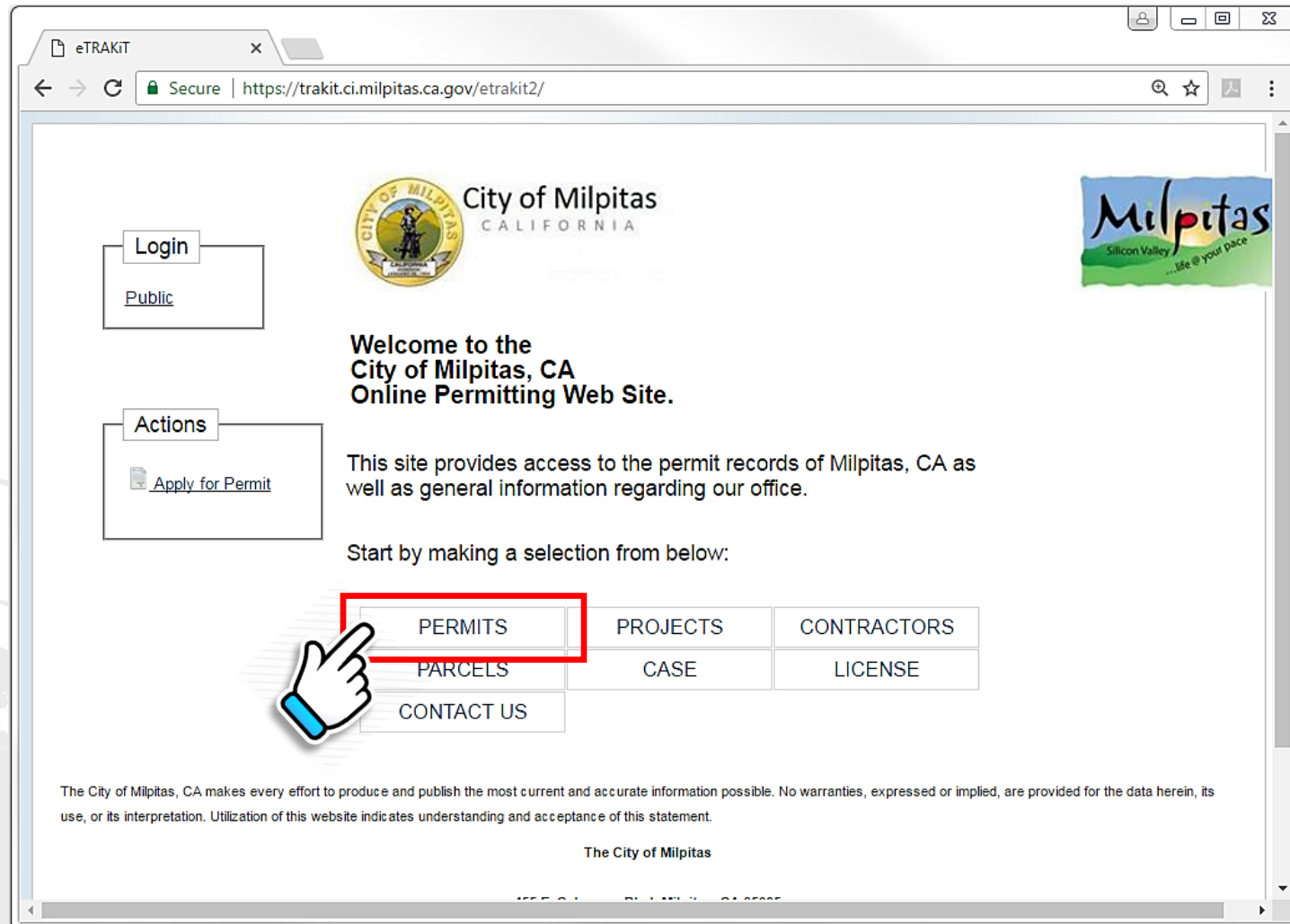
- Depending on the complexity of a project, a pre-construction meeting with the public works inspectors might be required prior to any construction.
- All inspections have to be scheduled at least 2 business days prior to construction or the day inspections are needed.
- Any work completed without inspections will not be accepted.



CITY OF MILPITAS
ENGINEERING DEPARTMENT
455 E. Calaveras Blvd., Milpitas, CA 95035

1. VISIT www.ci.milpitas.ca.gov/etrakit TO GET STARTED.

2. CLICK on 'PERMITS'.



3. SEARCH FOR YOUR PERMIT

Enter the permit number under 'Search String' and hit 'Search'. The permit number can be found on the top-right corner of your Approved Permit. Your permit will then appear as below. Double-Click on your permit row to proceed.

The screenshot shows the eTRAKIT web application interface for the City of Milpitas. The browser address bar displays <https://trakit.ci.milpitas.ca.gov/etrakit2/>. The page features the City of Milpitas logo and a "Milpitas Silicon Valley" banner. On the left, there are links for "Login" and "Public". The main section is titled "PERMITS Search" and includes a search interface with a dropdown menu set to "Permit Number" and a "CONTAINS" operator. The search string "E-En17-0049" is entered, and a "Search" button is present. Below the search bar, a table lists search results. A red circle on the left highlights a sample permit application form, and a red box on the right highlights the search fields. A hand cursor points to the "Search" button.

PERMITS Search

Search Field and operator: **Permit Number** CONTAINS Search String: **E-En17-0049** Search

(Double-Click Row for Details)

Permit Number	Address
E-EN17-0049	1775 MILMONT DR

PERMIT APPLICATION

PERMIT NO. **E-EN17-0049**

ISSUE DATE:

CITY: STATE:

EMAIL ADDRESS:

CONTRACTOR LICENSE #



4. CLICK “Request Inspection”

The screenshot shows the eTRAKIT web application interface. The browser address bar displays the URL <https://trakit.ci.milpitas.ca.gov/etrakit2/>. The page header includes the City of Milpitas logo and a banner for 'Silicon Valley ... life @ your pace'. On the left sidebar, there are sections for 'Login' (Public), 'Search' (with a menu for PERMITS, PROJECTS, CONTRACTORS, PARCELS, CASE, and LICENSE), and 'Actions' (with links for 'Apply for Permit' and 'Request Inspection'). The 'Request Inspection' link is highlighted with a red rectangle and a hand cursor. The main content area shows a 'PERMITS Search' section with a search string 'E-En17-0049' and a 'Search' button. Below this, the 'Details - Permit# E-EN17-0049' section is displayed, showing various tabs (Permit Info, Site Info, Contacts **, Fees \$0.00, Inspections, Reviews **) and a list of details including Permit#, Type, Subtype, Description, Status, and dates.

City of Milpitas
CALIFORNIA

PERMITS Search

Search Field and operator: Permit Number CONTAINS Search String: E-En17-0049 Search

Details - Permit# E-EN17-0049

Permit Info Site Info Contacts ** Fees \$0.00 Inspections Reviews **

Permit#: E-EN17-0049
Type: ENCROACHMENT
Subtype: OTHER AGENCIES
Description: AT&T to trench 10' of SW and LS to place conduit and new PFP
Additional Info:
Status: ISSUED
Applied Date: 3/28/2017
Issued Date: 5/31/2017
Approved Date: 5/31/2017

Actions

Apply for Permit
Request Inspection



5. ENTER CONTACT INFORMATION AND SUBMIT YOUR REQUEST

- Step 1: Provide your contact information, inspection details, and additional remarks in applicable fields.
- Step 2: Click add inspection to temporarily register an inspection. Repeat step 1 & 2 to add additional inspection requests.
- Step 3: Hit 'Submit' to send your inspection request(s).

The screenshot shows the eTRAKIT web application interface. The browser address bar displays the URL <https://trakit.ci.milpitas.ca.gov/etrakit2/>. The page title is "PERMIT Inspection Request - E-EN17-0049". On the left side, there is a "Public" link and a "Search" button. Below the search button, there are several menu items: PERMITS, PROJECTS, CONTRACTORS, PARCELS, CASE, and LICENSE. The main form area contains the following fields:

- * Required Fields**
 - * Contact Name:
 - * Phone Number:
 - * Site Address:
 - * Email Address:
 - Remarks:
 - Inspection Type:
 - Requested Date:
 - Time:

At the bottom of the form, there are three buttons: "Add Inspection", "Clear All", and "Submit". The "Add Inspection" button is highlighted with a red box. Below these buttons, there is a text instruction: "Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'". At the very bottom, there are three buttons: "Submit", "Reset", and "Cancel". The "Submit" button is highlighted with a red box.

STEP 3

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ENGINEERING DEPARTMENT
455 E. Calaveras Blvd., Milpitas, CA 95035



WHAT'S NEXT?

- After submitting the online inspection request(s), you will receive a confirmation email.
- If you need to reschedule an inspection or have any questions, please call 408-586-3252 or 408-649-0514.

